

Permit Number NCB _____ - _____

City of Lake Forest Development Services Department
Temporary Non-Commercial Banner
Permit Application

Temporary Banner
Permit Fee: \$0

Submit completed application to the City of Lake Forest Development Services Department, Planning Division.
Public Counter hours are: 8:00 am to 11:45 am and 1:00 pm to 6:00 pm Monday - Thursday
8:00 am to 11:45 am and 1:00 pm to 5:00 pm on alternating Fridays

**Location of
Banner (Address
or Cross Streets):** _____

Start Date: _____ **End
Date:** _____

Applicant/Organization Name: _____

Name: _____ **Title:** _____

Address: _____

City: _____ **State:** _____ **ZIP:** _____

Phone #: _____ **Fax #:** _____

**Owner or Agent of Private
Property:** _____

Name: _____ **Title:** _____

Address: _____

City: _____ **State:** _____ **ZIP:** _____

Phone #: _____ **Fax #:** _____

TEMPORARY NON-COMMERCIAL BANNER PERMIT OVERVIEW

- “Non-commercial sign” means a temporary banner sign located on private property that does not propose a commercial transaction and may not advertise a business.
- Allowed for a maximum period of 15 days.
- A maximum of four banners issued per applicant in one calendar year (including applicants that are organizations).
- No more than 2 banners per parcel are allowed.
- Each Banner Permit Application is limited to one banner. Use multiple applications for multiple banners.
- Banners must be located on private property (and not city property) and have the permission of property owner.
- Banners must be located out of the sight distance triangle. The sight distance triangle is often located on street corners and near driveways. It is meant to ensure driver visibility.
- Banners shall not be fence mounted.
- Building-mounted banners shall not exceed building eave line or parapet.
- If banners are freestanding on the ground they cannot exceed 5 feet in height and must be mounted on two poles.
- Banners cannot exceed 30 square feet.
- Alternative banner locations may be considered by the Director of Development Services only in unique circumstances.

DIAGRAM AND PLACEMENT OF PROPOSED TEMPORARY BANNER

Indicate the length, width, and copy of the proposed banners. Maximum size is 30 square feet. Show placement on building or height of freestanding banner.

SITE PLAN

Indicate location of proposed temporary banner. Include buildings it may be affixed to, cross-streets, and a North arrow. Temporary banner must be located on private property.

Certification of Property Owner or Agent

The owner or agent of private property has reviewed and approved this application.
I hereby certify that the above information is true and correct.

Property Owner or Agent Signature: _____ Date: _____

Certification of Applicant

I hereby certify that the above information is true and correct.

Applicant Signature: _____ Date: _____

OFFICIAL USE ONLY

Permit Application:

Approved

w/ Conditions

Denied

Planning Staff: _____ Date: _____

Distribution:

1. Applicant

2. Planning Sign Permit File

CITY OF LAKE FOREST 25550 COMMERCENTRE DRIVE, LAKE FOREST, CA 92630 (949) 461-3460